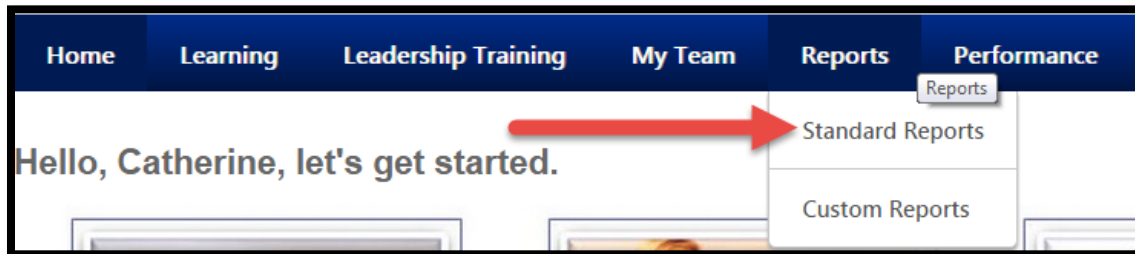


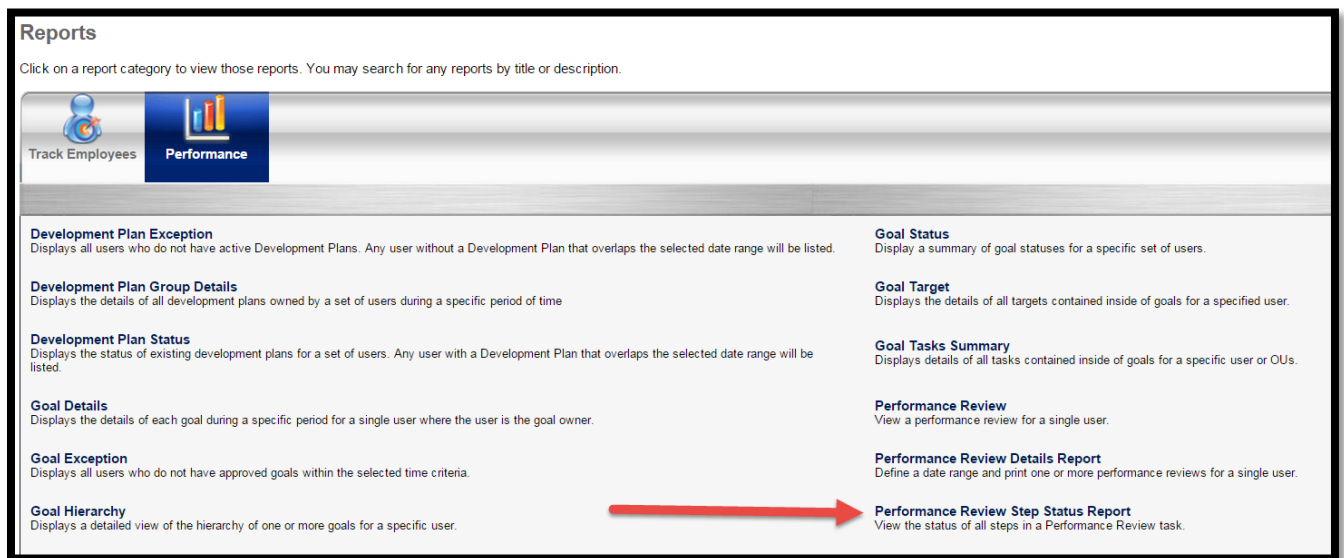
PERFORMANCE REVIEW STATUS REPORT FOR NCVIP LIAISONS

Description: This report provides liaisons with the status of a Performance Review for all employees they are authorized to view in NCVIP.


1. Select **STANDARD REPORTS** from the top menu.



2. From the Performance tab select **PERFORMANCE REVIEW STEP STATUS REPORT**



3. Leave the User Criteria field **blank**.

4. For the Performance Review Task click the  to choose the Performance Review for your section/division.



5. Click **EXPORT TO EXCEL**

Performance Review Step Status Report

Report Criteria

View the status of all steps in a Performance Review task.

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees
Select Criteria

ADVANCED FILTERS

Performance Review Task: DPS FY 2015 - 2016 Performance Plan

Review Steps:

- ☒ Employee Complete Performance Plan
- ☒ Manager Approve Performance Plan
- ☒ Next Level Manager Review Performance Plan
- ☒ Employee Sign Off

Display OU: None

OUTPUT

Printable Version **Export to Excel**

6. The report will open in Excel.

LEGEND FOR UNDERSTANDING THE REPORT:

Task Status	Employee Complete Performance Plan	Manager Approve Performance Plan	Next Level Manager Review Performance Plan	Employee Sign Off
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TASK STATUS will not show complete unless **both** of the required steps (Manager approval and Employee Sign off) are completed. It will otherwise show as Incomplete or In Progress (if within the 60 day task deadline).

EMPLOYEE COMPLETES THE WORKPLAN is Step 1-the employee launches the workplan. If this was not completed in the required 14 days the workplan automatically advances to the manager but the status will be PAST DUE. If the employee is within the 14 day launch period and has not launched the workplan, the status will indicate NOT STARTED.

MANAGER APPROVES THE WORKPLAN is Step 2-the manager approves the workplan. **This is a required step.** If the manager does NOT approve the workplan within the 14 day deadline the employee's workplan will remain at this step and will have a status of PAST DUE.

NEXT LEVEL MANGER REVIEW THE WORKPLAN is Step 3-the indirect manager reviews the workplan. This is not a required step. If the indirect manager does NOT approve the workplan within the 14 day deadline the employee's workplan will automatically advance to the employee for final sign-off; however, this step will have a status of PAST DUE.

EMPLOYEE SIGNOFF is Step 4-the employee's signoff of the workplan. **This is a required step.** If the employee does NOT complete the signoff of the workplan within the 14 day deadline this step will have a status of PAST DUE.